

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



September 22, 2004

ALL COUNTY INFORMATION NOTICE NO.I-65-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CalWORKs PROGRAM SPECIALIST

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) JOB RETENTION SERVICES REGULATIONS

REFERENCE WELFARE AND INSTITUTIONS (W&I) CODE SECTIONS 11323.2(b)  
AND 11500; MANUAL OF POLICY AND PROCEDURES (MPP)  
SECTION 42-717; ALL COUNTY LETTERS (ACL) No. 02-71  
AND 02-92; ALL COUNTY FISCAL LETTER (CFL) NO. 02/03-19

The purpose of this letter is to inform county welfare departments of changes to regulations in the MPP Section 42-717, regarding job retention services for former CalWORKs recipients. The attached regulations have been approved by the Office of Administrative Law and became effective on September 9, 2004.

These amended regulations clarify that, at county option, job retention services may be provided to former CalWORKs recipients for up to 12 months; when the 12-month period for the receipt of services begins; that recipients may receive these services, both before and after they have exhausted their CalWORKs 60-month time limit; that the county determines the duration, type, and reimbursement rate for services, such as transportation; that counties must have written policies on the job retention services that they provide; and that there is no community service requirement connected to the receipt of these services.

If you have any questions regarding the job retention regulations, please contact Michael Lipkin, Program Analyst, Employment Bureau, at (916) 653-5216, or email at [Michael.lipkin@dss.ca.gov](mailto:Michael.lipkin@dss.ca.gov).

Sincerely,

**Original Document Signed By**  
**Teri Ellen for**

CHARR LEE METSKER  
Acting Deputy Director  
Welfare to Work Division

Attachment

c: CWDA  
CSAC

Amend Section 42-717 to read:

42-717            JOB RETENTION SERVICES

42-717

- .1 If provided in a the county plan, the CWD may provide job retention services to employed former CalWORKs recipients and if for a period of up to 12 months. The purpose of job retention services is to assist former recipients to retain employment or to obtain a better job. a recipient or former recipient is employed, the CWD may continue to provide case management, services, and supportive services to either a recipient of aid under CalWORKs not participating under welfare-to-work or a former recipient of CalWORKs who has received aid within the previous 12 months.
  - .11 The period of up to 12 months begins on the earlier of the following dates, but in no event later than one year after the former recipient's aid is discontinued.
    - .111 The date that the former recipient's aid is discontinued, if the former recipient is employed at that time.
    - .112 The date that the former recipient becomes employed.
  - .12 Job retention services may include but are not limited to case management, mental health and/or substance abuse services, domestic abuse services, parenting classes, vocational training, and supportive services (transportation, ancillary).
  - .13 A former recipient who does not become employed during the 12 month period after being discontinued from aid is not eligible to receive services under Section 42-717.
- .2 The CWD may provide job retention services for up to the first 12 months of employment or from the first day after termination from aid due to employment or increased earnings to the extent that these the services are:
  - .21 not provided by the employer; or the entity that arranged the job placement, if other than the county; (Continued)
- .3 The CWD may provide services to employed former recipients under Section 42-717 whether or not the former recipients have exhausted their CalWORKs 60-month time limits.
- .4 If the CWD decides to offer services to former recipients under Section 42-717, the CWD:
  - .41 May establish eligibility criteria for those services in addition to the eligibility criteria contained in Sections 42-717.1 and .2. If additional criteria are established, they must be reflected in the County Plan (see Section 42-780).
  - .42 Shall adopt written policies determining the duration and types of, and, when applicable, the reimbursement rate for, those services.

- .5 In accordance with Section 47-230.14, child care shall be available to former recipients for up to two years from the date the recipient leaves cash aid.
- .6 There is no community service requirement for services provided under Section 42-717, unless the CWD adopts a policy requiring community service.

Authority Cited: Sections 10553 and 10554, ~~and 10604~~, Welfare and Institutions Code.

Reference: Sections 11323.2(b) and 11500, Welfare and Institutions Code.